

2017 Bulk Fuel Tank Farm Administrative Best Practices Score Template

Community Name: Shaktoolik			Entity Name Shaktoolik Native Corporation		Date: 2/5/19
Staff Interviewed: Tonia Sagoonick, Vernon Rock, Sr., Eugene Asicksick			Operator Name: Vernon Rock, Sr..		DCRA staff: Lena Mathlaw
Number of Tanks at Facility: 24 less 1 unusable			Capacity: 242400 (CRW Engineering Group)		
Category		Scoring Criteria	Possible	Score	Notes
Technical	Operator Certification	Tank farm operator has completed a bulk fuel maintenance training program.	10	0	
	Operator Experience	Award one point for every year the operator has been employed at the facility, up to ten years.	10	10	Vernon Rock, Sr. has worked on call as an operator for 10 + years
	Preventative Maintenance Plan	Tank farm has a written PM plan; Plan is performed on schedule; records of completion are kept.	8	Max 8pts	The operator is not aware of a PMP.
		Tank farm has a written PM plan; performance of plan & record keeping are not consistent.	6	0	
		Tank farm has no PM plan or performs no PM.	0		
	Compliance	Tank farm complies with state & federal regulations applicable to fuel operations without exception, and has the required regulatory documents on hand, including the SPCC and FRP, and the required spill response equipment.	8	Max 8pts	The operator shared no informaiton on compliance and stated there is some spill response equipment available.
		Tank farm largely complies with state & federal fuel operations regulations.	5	0	
		Tank farm does not comply with state & federal regulations on fuel operations.	0		
Managerial	Management training	A person who holds a position of responsibility for management of the tank farm has taken the Financial & Organizational Management Classes for Rural Utilities offered by the RUBA program.	10	Max 10pts	No one has attended a management training course. RUBA training information and website provided.
		A person who holds a position of responsibility for management of the tank farm has taken the Financial Management for Rural Utilities offered by the RUBA program.	8	0	
		A person who holds a position of responsibility for management of the tank farm has received utility management training offered by the RUBA Program.	6		
	Meetings of the decision making Body	Tank farm's decision making body meets routinely consistent with the local ordinance/bylaw requirements & receives a current report from the operator.	6	Max 6pts	12/22/18 meeting minutes provided, approval of previous meeting minutes tabled, no report from operator found. Per coporation by laws the board meets with 10 day notice with no regular meeting cited.
		Tank farm's decision making body meets routinely consistent with the local ordinance/bylaw requirements.	3	0	
		Tank farm's decision making body does not meet.	0		
	Financial	Business Plan	Business Plan is published and updated on a regular basis	10	Max 10pts
Business Plan is published but has not been updated			8	0	
No Business Plan			0		
Budget		Tank farm has adopted & implemented a realistic budget & budget amendments are adopted as needed; Accurate monthly budget reports are prepared & submitted to the governing body.	10	Max 10pts	No budget provided. QuickBooks profit and loss budget overview in accrual basis provided from 9/2017 to 8/2018. Provided example of budget that shows revenues and expenses for a year.
		Tank farm has adopted but not implemented a budget.	8	0	
		Tank farm has not adopted a budget.	0		

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Financial	Revenue	Tank farm is collecting revenue sufficient to cover operating expenses & is making regular contributions to a renewal & replacement (R&R) account set up with the Alaska Community Foundation (ACF).	10	Max 10pts		
		Tank farm is collecting revenue sufficient to cover operating expenses & is making regular contributions to a renewal & replacement (R&R) account.	8	0		
		Tank farm is collecting revenue sufficient to cover operating expenses and is following their collections policy.	6			
		Tank farm has a collections policy which is being followed but it is not collecting revenue sufficient to cover expenses.	4			
		Tank farm has no collections policy, or is not following their policy, and is not collecting revenue sufficient to cover expenses.	0			No monthly financial reports or reports provided. QuickBooks profit and loss report in acccrual basis from 9/2017 to 8/2018 submitted. Provided example monthly financial report spreadsheets.
	Worker's Compensation & Insurance	Tank farm has had a worker's compensation policy for all employees for the past two years & has a current policy in place.	6	Max 6pts		
		Tank farm has a current worker's compensation policy in place for all employees.	3	0		
		Tank farm has no worker's compensation policy.	0			
	Payroll Liability Compliance	Tank farm has no past due tax liabilities & is current with all tax obligations.	6	Max 6pts		
		Tank farm owes back taxes, but has a signed payment agreement, is current on that agreement, & is up-to-date with all other tax obligations.	3	0		
		Tank farm is not current with tax obligations and/or does not have a signed repayment agreement for back taxes owed.	0			
	Fuel Purchasing	Tank farm has budgeted for fuel purchases and has not had to apply for any bulk fuel loans.	6	Max 6pts		
		Tank farm is not late on any bulk fuel purchasing loans.	4	4		
		Tank farm is late on bulk fuel purchasing loans, but has current repayment agreement in place & is current with the agreement.	2			
		Tank farm is delinquent on bulk fuel purchasing loans.	0			
	Amount of renewal & replacement (R&R) account:		\$ -		Account balance or type unknown at this time.	
	Amount of operations & maintenance (O&M) account:		\$ -			
	Amount of Spill Response account:		\$ -			
	Total		100	14		